

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Finance and Administrative Services Director	<b>Job Family:</b>
<b>General Classification:</b> Management	<b>Job Grade:</b>

**Definition:** To assure proper administration of financial affairs of the City and to provide fiscal support programs for all City departments and programs.

**Distinguishing Characteristics:** This position serves as a department head. The Finance and Administrative Services Department consists of a Revenue Division and an Accounting Division.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plans, implements, oversees and evaluates all departmental policies and procedures such as utility billings, City payroll, general ledger, City investments, and City collection activities and payables.
2. Attends all City Council meetings to report on financial status of the City.
3. Coordinates annual audit with outside auditors.
4. Participates in the City's Risk Management Committee and administers the comprehensive liability policy.
5. Administers the City's program budgeting system.
6. Serves as budget officer and coordinates annual preparation of the City's budget and financial report.
7. Oversees the City's financial planning activities including developing appropriate revenue forecasting models.
8. Maintains a competent and motivated work force through establishing hiring, training, development, and evaluation procedures and guidelines.
9. Coordinates work of the department with other City departments.

**Minimum Qualifications:**

Knowledge of: Philosophies, techniques and principles of municipal fiscal organizations and procedures; preparing and administering a municipal budget; and City government structure and management.

Ability to: Develop and implement City fiscal policies and procedures; develop and manage a City department; auditing, accounting, financial planning and forecasting; communicate effectively both orally and in writing; skills in coordinating City financial programs and policies with Council, management, business and the community.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Any combination of training and experience equivalent to completion of a master's degree in finance and five years of extensive and increasingly responsible experience in municipal revenue, accounting and financial management.

**Required Licenses or Certificates:** \_\_10\_\_

**Working Conditions:** \_\_11\_\_

Established February 1980

Revised March 1997

CLASS SPECS

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